**The Belt and Road Accreditation Development**

**International Workshop 2017**

**Conference Guide**

1. **Hotel Information**

Novotel Beijing Xinqiao

1 Chong Wen Men Xi Da Jie, Dongcheng District, Beijing 100005

Tel : +86-10-65133366 Fax: +86-10-65125126

Website: <https://www.accorhotels.com/gb/hotel-3641-novotel-beijing-xin-qiao/index.shtml>

1. **Airport Shuttle**
2. **Arrival**: CNAS will provide airport pickup for all guests (including self-paid guests). The driver will be waiting for you in the terminal’s arrival hall, with a board showing “**CNAS, The Belt and Road Accreditation Development International Workshop**” and **your name**. Please look for the board and the driver.
3. **Departure**: CNAS will arrange transportation for all guests (including self-paid guests) from Novotel Hotel to the airport. The driver will pick you up at the hotel gate 4 hours before your departure time, and you will be informed the exact pick-up time by your departure date.

***Please following the instructions below if you missed the airport pickup:***

* *Take taxi outside the terminal arrival hall.*
* *Show taxi driver the following Chinese information of the hotel:*

**北京新侨诺富特饭店,崇文门西大街1号**

* *You can only pay taxi fare in cash. The currency exchange counters are inside the terminal’s baggage claiming hall and arrival hall.*
* *Taxi fare is paid at the end of trip. All taxies shall use meter and print taxi fare receipt for passengers at the end of trip. The taxi fare from the airport to the hotel is approximately RMB 100 (it may be higher due to traffic jams).*
* *When you pay the taxi fare, make sure you get the printed taxi fare receipt, otherwise we will not be able to reimburse you for taxi fare.*
1. **Dining Information**
2. **Breakfast**

During your stay at the hotel, daily buffet breakfast is available at the hotel’s Citrus Restaurant, from 06:00 – 10:00, which is included in the room fare**.**

1. **Lunch**

During your stay at the hotel and during the workshop, the lunch is arranged as follows:

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| **Date** | **Time** | **Venue** | **Note** |
| Before 4th Sep | 11:30-14:00 | Citrus Restaurant, Novotel Hotel | Buffet paid by CNAS (except self-paid guests) |
| 4th – 8th Sep | 12:00-13:00 | Dining room on the 2nd Floor of CNAS | Working lunch buffet for all guests |
| 9th – 10th Sep | 11:30-14:00 | Citrus Restaurant, Novotel Hotel | Buffet paid by CNAS (except self-paid guests) |
| 11th – 14th Sep | 12:00-13:00 | In the organizations visited | Working lunch for all guests |
| 15th Sep | 12:00-14:00 | Qianmen Jianguo Hotel | Round table Chinese cuisine for all guests |
| After 15th Sep | 11:30-14:00 | Citrus Restaurant, Novotel Hotel | Buffet paid by CNAS (except self-paid guests) |

1. **Dinner**
* During your stay at the hotel, you can have buffet dinner at Novotel Hotel’s Citrus Restaurant, from 17:30 – 22:00, which is paid by CNAS (except self-paid guests).
* On 4th Sep, CNAS will invite all guests to dinner at Bian Yi Fang Roast Duck Restaurant.
1. **Programme**

***ATTENTION: Please observe the time specified below and avoid being late. In case you are not attending any event due to any reason, please inform Ms. Tang Wei at +86-15801450579 / 18510697202 or Mr. Fei Yang at +86-13910921897.***

**4th Sep, Monday**

**Venue**: Conference hall on the 2nd floor of CNAS

**Transportation**: In the morning, a coach-bus will take you from the hotel to CNAS on 08:00. Please gather in the hotel lobby by 07:50. Around 17:30, the coach-bus will take you from CNAS to the dinner restaurant. After dinner, the coach-bus will take you back to the hotel. Our staff Mr. Zhang Xi (cell: +86-13466731943 / 18618210081) will accompany you in the coach-bus.

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| **Time** | **Events*****(English and Russian simultaneous translation for all events)*** |
| 09:00-09:15 | Welcome speech by Madam Wang Fengqing, CNAS Chairperson |
| 09:15-09:45 | Speech by Mr. Liu Weijun, Deputy Chief of Certification and Accreditation Administration of P. R. China (CNCA) |
| 09:45-10:15 | Speech by Mr. Xiao Jianhua, CNAS Chief Executive and IAF Chair |
| 10:15-10:30 | Break |
| 10:30-11:10 | Introduction to China’s regulatory system for conformity assessment and accreditation by Mr. Liu Zhongshu, Director of Legal Affairs Department of CNCA |
| 11:10-11:30 | Introduction to China’s Accreditation System by Mr. He Zhaowei, Director of International Cooperation Division, CNAS |
| 13:30-17:00 | Each visiting country introduces its conformity assessment, accreditation system and related regulatory practices, 10 minutes for each country:1. RusAccreditation, Russian Federation
2. National Centre of Accreditation (NCA), Kazakhstan
3. Uzbekistan Agency for standardization, metrology and certification (UZSTANDARD), Uzbekistan
4. The Kyrgyz Center of Accreditation (KCA), Kyrgyz Republic
5. Belarusian State Centre for Accreditation (BSCA), Belarus
6. Pakistan National Accreditation Council (PNAC), Pakistan
7. Sri Lanka Accreditation Board for Conformity Assessment (SLAB), Sri Lanka
8. Bangladesh Accreditation Board (BAB), Bangladesh
9. National Accreditation Centre of Iran (NACI), Iran
10. MNAS, Mongolian Agency for Standardization and Metrology, Accreditation Department, Mongolia
11. Cambodian Accreditation National Council, Department of Accreditation (CANC-DA), Ministry of Industry and Handicraft (MIH), Cambodia
12. Accreditation Division, National Standards and Quality Department, Department of Research and Innovation, Ministry of Education, Myanmar
13. Kenya Accreditation Service (KENAS), Kenya
14. Ethiopian National Accreditation Office (ENAO), Ethiopia
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**5th Sep – 8th Sep, Tue - Fri**

**Venue**: Conference hall on the 2nd floor of CNAS ***(Venue for ISO/IEC 17021-1 workshop on 7 Sep: Room 414 on the 4th floor of CNAS)***

**Transportation**: Every morning, a coach-bus will take you from the hotel to CNAS on 08:00. Please gather in the hotel lobby by 07:50. At the end of every afternoon, the coach-bus will take you back to the hotel. Every day our staff Mr. Zhang Xi (cell: +86-13466731943 / 18618210081) will accompany you in the coach-bus.

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| **Date** | **Time** | **Events*****(English and Russian simultaneous translation for all events except ISO/IEC 17021-1 workshop, see the note below)*** |
| 5 Sep, Tue | 08:30-09:30 | Introduction to CNAS’ quality management system by Ms. Li Yan, CNAS’ management representative |
| 09:30-10:30 | Introduction to the technical status of CNAS accreditation by Mr. Zhang Shengchun, Director of Technical Department, CNAS |
| 10:30-10:45 | Break |
| 10:45-11:45 | Introduction to CNAS accreditation of certification bodies by Mr. Liu Lixin, Director of Accreditation Department 1, CNAS |
| 13:30-14:30 | Introduction to CNAS accreditation of laboratories by Ms. Chen Yanqing, Deputy Director of Accreditation Department 3, CNAS |
| 14:30-15:30 | Introduction to CNAS proficiency testing, accreditation of proficiency testing providers, accreditation of reference material producers by Mr. Cao Shi, Director of Accreditation Department 5, CNAS |
| 15:30-15:45 | Break |
| 15:45-16:30 | Introduction to CNAS accreditation of inspection bodies by Ms. Liu Lidong, Deputy Director of Accreditation Department 4, CNAS |
| 16:30-17:15 | Introduction to CNAS accreditation of medical laboratories by Ms. Hu Dongmei, Accreditation Department 4, CNAS |
| 17:15-18:00 | Introduction to CNAS market surveillance activities by Mr. Shi Xinbo, Deputy Director of Accreditation Department 6, CNAS |
| 6 Sep, Wed | 08:30-17:00 | Workshop on ISO/IEC 17011:2017 (speaker: Ms. Xu Na, Deputy Director of Quality Department, CNAS) |
| 7 Sep, Thu | 08:30-17:00 | Workshop on ISO/IEC 17021-1:2015 (speaker: Mr. Fei Yang, Deputy Director of International Cooperation Department, CNAS) ***Venue: Room 414 on the 4th floor of CNAS Note: This workshop will be conducted in English.*** |
| 08:30-17:00 | Workshop on ISO/IEC 17025:2017 (speaker: Ms. Zhang Mingxia, Director of Accreditation Department 2, CNAS) |
| 8 Sep, Fri | 08:30-12:00 | Workshop on ISO/IEC 17065:2012 (speaker: Mr. Shi Xinbo, Deputy Director of Accreditation Department 6, CNAS) |
| 13:30-17:00 | Workshop on ISO/IEC 17020:2012 (speaker: Ms. Liu Lidong, Deputy Director of Accreditation Department 4, CNAS) |

**9th Sep – 10th Sep, Sat - Sun**

No event. You can have a rest and enjoy your stay in Beijing. Tourism information and assistance is available from the hotel’s concierge office and tourist information desk.

**11th Sep – 14th Sep, Mon – Thu**

**Transportation**: a coach bus is provided. Hotel departure time and accompanying CNAS staff are detailed below. Please gather in the hotel lobby 10 minutes before the departure time.

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| **Date** | **Events*****(English interpreter and Russian interpreters for each group)*** | **Departure****time** | **Accompany staff** |
| 11 Sep Mon | Visit to China National Institute of Metrology | 08:00 | Ms. Tang Wei, cell: +86-15801450579 / 18510697202 |
| 12 Sep Tue | Visit to China Academy of Inspection and Quarantine | 08:00 | Ms. Tang Wei, cell: +86-15801450579 / 18510697202 |
| 13 Sep Wed | Group 1: Visit to China Academy of Building Research | 08:00 | Ms. Cai Lumin, cell: +86-13661056735 / 18618210079 |
| Group 2: Visit to China Organic Food Certification Center | 08:00 | Ms. Tang Wei, cell: +86-15801450579 / 18510697202 |
| 14 Sep Thu | Group 1: Visit to China Quality Mark Certification Group | 08:00 | Ms. Tang Wei, cell: +86-15801450579 / 18510697202 |
| Group 2: Visit to Peking Union Medical College Hospital’s medical lab | 08:30 | Ms. Cai Lumin, cell: +86-13661056735 / 18618210079 |

**15th Sep, Fri**

**Venue**: Conference hall on the 2nd floor of CNAS

**Transportation**: In the morning, a coach-bus will take you from the hotel to CNAS on 08:00. Please gather in the hotel lobby by 07:50. Around 12:00, the coach-bus will take you from CNAS to the lunch restaurant. After lunch, the coach-bus will take you back to the hotel. Our staff Mr. Zhang Xi (cell: +86-13466731943 / 18618210081) will accompany you in the coach-bus.

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| **Time** | **Events*****(English and Russian simultaneous translation for all events)*** |
| 08:30-12:00 | * Each visiting country provides feedback regarding the workshop, e.g. gains and improvement opportunities (5 minutes for each country)
* Discussing future accreditation cooperation opportunities among the Belt and Road countries
* CNAS top management issues completion certificates to the participants of the workshop
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1. **CNAS Contact (English speaking)**

If you need any assistance, you may contact any of the following CNAS staff:

| **Name** | **Mobile Phone No.** |
| --- | --- |
| Ms. Tang Wei | +86-15801450579 / 18510697202 |
| Mr. Fei Yang | +86-13910921897 |
| Mr. Zhang Xi | +86-13466731943 / 18618210081 |
| Ms. Cai Lumin | +86-13661056735 / 18618210079 |
| Mr. He Zhaowei | +86-13801299984 |